

3 FAH-1 H-2720 EXTERNAL TRAINING PROGRAM— PROCEDURES

(TL:POH-40; 11-21-1997)

3 FAH-1 H-2721 APPLICATION PROCEDURES

(TL:POH-40; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

- a. An employee applying for external training completes the long Form SF-182, "Request, Authorization, Agreement, and Certification of Training," and Form OF-10, "Payment for Cancellation of Course."
- b. If the application is for after-hours study, an "Application for After-Hours Training" must also be completed, in addition to the SF-182 and OF-10.
- c. If the nongovernment training exceeds 80 hours, it is necessary to complete Section G, "Employee's Agreement to Continue in Service," which is found on the back of copy 1 of the SF-182.
- d. Material describing the external training program/course concerned must be attached to the application.
- e. Applications must be approved by the employee's supervisor, and by the post or bureau training officer who is also responsible for reviewing the forms to assure they are complete and correct. Completed forms are then forwarded to the Office of the Registrar, FSI, for final review and approval.
- f. The Office of the Registrar, FSI, reviews applications for compliance with the criteria set forth in 3 FAM 2727, confirms funding arrangements (whether from the FSI External Training Program budget or the employee's bureau) and, if the training is approved, provides official notification to the employee.
- g. Applications for external training should be forwarded to the Office of the Registrar, FSI, which must receive them at least four weeks prior to course registration dates, unless otherwise stated in a training announcement.

3 FAH-1 H-2722 CRITERIA FOR APPROVAL OF APPLICATION

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(State Only)

(Civil Service and Foreign Service Employees)

a. External training approved for funding must be either job-related or career-related. (Examples of career-related training are accounting for an accountant or political science for a political officer.) In general, career-related training is restricted to officer-level personnel.

b. The following additional factors must be taken into consideration by the supervisor and the post or bureau training officer before granting initial approval to an application:

- The employee's performance and potential for advancement.
- The employee's interest in and efforts to improve his/her own work.
- The length of time the Department can expect to benefit from the training, as well as the employee's prior period of service.

c. External training will be approved only when the individual has worked for the Department long enough to demonstrate performance and potential and (where applicable) has sufficient time remaining under applicable time-in-class rules to ensure the Department a reasonable return on its investment.

d. An employee must have had at least one year of prior government service in order to take training at Government expense at a non-U.S. Government training facility, school, college, etc.

e. External training will be approved only when a course of the same or similar content is not available at FSI. In those cases where there are questions regarding duplication, the training request will be sent to the appropriate FSI training unit for review.

f. External training will not be approved if the applying employee has failed to turn in training evaluations from prior courses funded by the Department of State.

g. When different locations are available for the training course requested, the training will only be approved for the location nearest the employee's post or office of assignment.

3 FAH-1 H-2723 FUNDING OF EXTERNAL TRAINING

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(State Only)

(Civil Service and Foreign Service Employees)

a. Only one course per fiscal quarter will be funded through the External Training Program per employee. This limit does not apply to bureau-funded external training.

b. Training provided through the External Training Program will only be funded up to a designated limit established by the FSI, which operates the program. (For the current limit, contact the Office of the Registrar, FSI.) This limit does not apply to bureau-funded external training.

c. Tuition may not be "split," e.g., if the cost of a course exceeds the External Training Program tuition cap, the employee or bureau is not allowed to pay the difference.

d. Any fees above and beyond tuition, such as student activity fees, registration fees, the cost of books, etc., are the responsibility of the employee.

e. Conferences and seminars will not be funded out of the External Training Program, but may be funded by the bureaus/posts. Applications for conferences and seminars are still processed through the External Training Program.

3 FAH-1 H-2724 EMPLOYEE RESPONSIBILITIES

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Employees are responsible for the following:

- (1) Confirming course enrollment directly with the training provider;
- (2) Immediately notifying the External Training section, Office of the Registrar, FSI, if they cancel their enrollment or change the dates of training;
- (3) Hand-carrying copies 3 and 4 of the approved Form SF-182 to the vendor when there is insufficient time before the start of the course for mailing the forms to the vendor;

(4) Providing copies 7 and 8 of the approved Form SF-182 to the employee's bureau/post budget officer;

(5) At the end of the training course, the employee is responsible for completing the "Course Evaluation" located on copy 9 of Form SF-182, obtaining his/her supervisor's signature, and returning the completed evaluation to the External Training Program Coordinator, Office of the Registrar, FSI, within five (5) days after completing the course.

3 FAH-1 H-2725 THROUGH H-2729 UNASSIGNED